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**OFFICE OF GOVERNOR RONNIE MUSGROVE**  
**INTEROFFICE MEMORANDUM**

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**TO:** GOV. MUSGROVE  
**FROM:** ERICH HOWARD  
**SUBJECT:** CAPITOL OFFICE PROGRESS  
**DATE:** 10/4/2001  
**CC:** BILL RENICK  
FELICIA GAVIN

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- 1) A complete inventory was taken of the furniture in the offices that will be affected.

Desk – 13	Desk chair – 13	Side chair – 13	File cabinets – 10
Bookcase – 8	Wingback chair – 14	Side table – 10	Chair w/ arms – 8
TV – 4	Coffee service – 1	Sofa – 2	Copier – 2
Fax – 2	Leather chair – 2	Conference table – 1	Shredder – 2
Microwave – 1	Mini refrigerator – 1	Mail machine - 1	

- 2) Measurements were taken of the furniture and the remaining office space.
- 3) ITS and the Governor's Office met concerning phone and data wiring.

Reception Area: ITS can install 4 phones in the reception area and two data lines. The Governor's Office will have to provide a crossover cable and hub for the remaining computers.

COS Office: ITS can install 4 phones in the COS office and 1 date line. The Governor's Office will have to provide a crossover cable and hub for the remaining computers. The lines will have to run under the door into the Governor's Office for the COS desk.

Marilyn's Office: ITS can install 2 phones in Marilyn's office and 1 date line. The Governor's Office will have to provide a crossover cable and hub for the remaining computer.

Capitol Hallway: ITS can install 1 phone and data through the fire hose assembly. These lines will not affect any historical aspect of the building.

- 4) Initial discussions were had concerning the implementation of phones and computers.

Phones: The phones, which will be placed on the desk in the reception area, will not have specific names or voice mail attached to them. The name will read "Governor's Capitol Office". Instead of voice mail, the call will be forwarded to the receptionist after a number of rings.

Computers: The computers will not have name specific NT profile IDs. The NT profile will be named "Capitol" with a universal password. This will allow any member of the Governor's Office staff to login to any of the computers.

- 5) Initial redesign of furniture in the remaining office space.

Reception – 4 desks      Jeanette – Hallway      Marilyn's Office – 2 desks

COS office – 3 desks      Office equipment – Hallway/Barbara Office

COS – Governor's Office

- 6) Initial discussion with DFA about storage space for unused furniture.

Felicia Gavin discussed storage space with Gary Anderson. Mr. Anderson informed her that it was up to each individual agency to find space.